

To

The Em Sir, A/P Sir,

Spandana Sphoorty Financial Limited.

Subject: Response to show cause notice Regarding leave disbursement

Respected sir/madam,

With due respect, I am writing this letter in response to the show cause notice issued to me regarding the leave disbursement.

I would like to clarify that I had applied for leave through proper ~~proed~~ procedure, and the same was approved by my reporting manager. However due to work requirements, I was present at the Branch and continued performing my duties during the approved leave period.

Unfortunately, I ~~was~~ could not with show the leave in the system within the required timeframe, due to which the leave disbursement remained unchanged. This was an unintentional oversight, and there was no malafide intention behind it.

I assure you that I will be more careful in the future and ensure all procedures are followed correctly. Kindly accept my explanation and consider the circumstances.

Thanking you
Yours sincerely,

Amresh Kumar Son
Branch manager Sp042456.

6262216993

16 May 2025